

1130 DELEGATIONS OF AUTHORITY

Travel 09

Foreign Travel

Issuing Office: OFM 435-2927

Release Date: 10/17/02

-
1. **Explanation of Material Transmitted:** This delegation is revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
 2. **Filing Instructions:**

Remove: NIH Manual 1130, Travel No. 9, dated 07/22/99

Insert: NIH Manual 1130, Travel No. 9, dated 10/17/02

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authority Delegated

To authorize and approve foreign travel, that is, all travel and transportation which is not "domestic" travel as defined by HHS Travel Manual Chapter 1-20 (shown in Delegation of Authority, Travel #3).

To Whom Delegated	Area of Authority
Deputy Director, NIH	NIH
Deputy Director for Management, NIH	NIH
IC Directors/Deputy Directors/Executive Officers	Respective Areas
OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

Limitations/Guidance

1. The authority delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations or Joint Federal Travel Regulations as appropriate, and Departmental and NIH policies.
2. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
3. Use of the most economical accommodation fare (generally, coach) is required for official duty travel.
4. Reimbursement may not exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the boundaries of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the boundaries of the continental United States.
5. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the delegation is made. A copy of the redelegation must also be sent to the respective administrative office.
6. Exercise of this authority for foreign travel involving acceptance of reimbursement from a source outside the Federal Government is contingent upon approval required by NIH Manual 1130, Delegations of Authority, Travel #7, "Acceptance of Payment in Cash or in Kind to Cover Travel Expenses."
7. Use of noncontract air carriers is subject to Delegation of Authority, Travel #14. Use also is subject to GSA Federal Travel Regulations, 41 CFR 301, or to Joint Federal Travel Regulations, as appropriate.
8. Use of Premium Class Travel accommodations is subject to Delegation of Authority, Travel #15. Use also is subject to GSA Federal Travel Regulations, 41 CFR 301, or to Joint Federal Travel Regulations, as appropriate.
9. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

With the exception of the IC Director/Deputy Director travel, this authority may be redelegated to IC Associate Directors and Division Directors, and NCI Scientific Directors. No further re-delegation is permitted.

NOTE: The redelegation of authority to approve international travel will not affect the requirement for the Fogarty International Center to process for clearance the Notification of International Travel (See NIH Manual Issuance 1500, Travel Policy and Procedures, Section 7 - International Travel).

Citations

1. 5 U.S.C. 302, 5701 et seq.; 42 U.S.C. 203, 216, and 281
2. Federal Travel Regulations, 41 CFR 301 and 304
3. Joint Federal Travel Regulations, Chapters 4 and 5
4. HHS Travel Manual Chapters 1-20 and 6-00
5. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: "Delegations of Authority"
6. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/
Elias A. Zerhouni, M.D.
Director, NIH

Effective Date: October 17, 2002



Last Updated: 01/13/03

[NIH](#)